

Role: Executive Director
Organization: Flamborough Connects
Tenure: Full time

The Opportunity

Flamborough Connects is seeking a highly motivated professional to lead our charity into its next level of growth as we implement our 2022 to 2025 Strategic Plan.

The ideal candidate will bring an ability to increase impact through Flamborough Connects' existing community services and experience in fundraising, communications, community partnerships, and government relations to grow awareness of our organization and lead a diversification of funding to ready the organization for future growth.

Organization

Flamborough Connects directly delivers critical social services to seniors, other adults in need, and youth. Flamborough Connects' programs are offered for free or at a low cost and support community members in accessing the transportation, social connections, income tax preparation, snow removal, volunteer, and education programming they need to thrive. Flamborough Connects also provides all community members with a place to turn when they need help finding services as a local information and referral hub. We serve the Greater Hamilton Area across Waterdown, Carlisle, Freelon, Millgrove, Beverly Hills, Rockton, Sheffield, Lynden and Greensville.

Flamborough Connects' 2022-2025 Strategic Plan outlines strategic initiatives under three pillars: Drive Collaboration; Deliver Impact; and Diversify Funding. We believe major growth in our revenue and impact are possible. Our pillars and strategic initiatives for the next three years are intended to make our charity more sustainable now so that we are ready to realize this growth and do more to meet the increasing needs of our community in 2025 and beyond.

Scope of Work

Reporting to the Board of Directors, the Executive Director oversees a range of operational and administrative functions and brings vision to drive the organization forward. Major areas of responsibility include:

Strategic Direction

- Advance the strategic direction of the organization in close collaboration with the staff and board.
- Provide strong internal leadership through effective planning and priority setting.
- Lead outreach to increase Flamborough Connects' reach, foster mutually beneficial community partnerships, and advance community priorities related to social isolation.

Staff / Operations Management

- Oversee program and service planning, implementation, and evaluation including linking program results to the case for support currently under development.
- Manage Flamborough Connects' staff (currently 3 part-time positions), and work with staff to effectively coordinate a network of volunteers to positively impact community wellbeing.
- Provide leadership on matters that relate to financial planning and budgeting, risk management, human resources, information management, and other areas that fall under the realm of operations.
- Create a collaborative, productive, safe, and inclusive team environment.

Fundraising and Communications

- Lead funding and grant development. Implement a stewardship strategy to retain existing and attract new organizational donors (foundations, service clubs, corporate sponsors), government funding, and individual donors to the organization.
- Provide exceptional public and external relations. Develop and deliver a communications strategy to increase awareness of Flamborough Connects and its impact in order to attract more supporters to the organization.

Key Qualifications

Competitive candidates will bring the following knowledge, skills, and experience:

- Three to five years of experience in people, program, and project management (ideally within a non-profit organization or registered charity).
- Strong track record in grant writing and fundraising with organizational partners (foundations, community organizations, corporate donors) and government funders, as well as donor stewardship, including individual giving and prospecting.
- Experience in building relationships with government officials (elected and non-elected).
- Experience in developing and managing relationships and partnerships with a broad range of stakeholders.
- Experience in developing and executing marketing and communications strategies.
- Capacity to motivate and inspire staff, volunteers, and the broader public in pursuit of Flamborough Connects' mission and strategic direction.
- Ability to interpret financial statements and develop budgets.
- Ability to effectively manage multiple and competing priorities through effective project management.
- Experience working with a Board of Directors is desirable.
- Knowledge of the community of Flamborough and social services in the Greater Hamilton Area is desirable.
- Ability to work in Canada (Canadian Citizen or Permanent Resident).

Location

- This position works primarily from the Flamborough Connects' office, located in the Waterdown Public Library, Waterdown, Ontario, Canada

Compensation and Benefits

- We offer a competitive salary, commensurate with experience. This is a full-time position.

Commitment to Equity, Diversity, and Inclusion

Flamborough Connects seeks to foster a workplace that reflects the diversity of the community that it serves and welcomes applications from Black, Indigenous, and other people of colour, people from religious and other ethno-cultural minorities, immigrants, people with visible and invisible disabilities, and people of all genders and sexual identities.

To Apply

Please submit your resume with cover letter, by September 23, 2022 to:
applyflamboroughconnects@gmail.com